



**PRIME TIME, INC.**



**PRIME TIME  
PRESCHOOL**

PRIME TIME Preschool (PTP)  
Site Mentor Checklist



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## **About – PTP Mentor Packet**

This PRIME TIME Preschool Site Mentor Packet walks Site Mentors through your role as a vital support for a PRIME TIME Preschool (PTP) program. It contains instructions and the Site Mentor Checklist needed for reporting on your visit to the PTP program.

Mentors provide quantitative and qualitative reports to PRIME TIME staff on program fidelity and program quality. You also offer supportive feedback to site teams in order to strengthen future programs. Finally, you model the all-important “family feel” that we want PRIME TIME site teams to put at the heart of their programs. In addition to reporting on program fidelity, a primary goal is to hold an asset-based and constructive conversation with the site team – one that is free from judgment and full of a familial feeling of support.

The information Site Mentors send is used in reporting, assessments, and development of PRIME TIME. It is important that the information we receive is accurate and valid, as we use this data to set benchmarks, improve our programs, and in our recruitment efforts.



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## About – Task Schedule and Instructions

<b>Time</b>	<b>Site Mentor Action</b>	<b>Description</b>
<b>Prior to Site Visit</b>	Return signed contract and W-9 to LEH/PRIME TIME staff.	In order for payment to be processed LEH/PRIME TIME staff need these documents.
<b>Prior to Site Visit</b>	Contact site Program Coordinator to notify them of your role and the night you will visit.	Please communicate that you are there to support the site team. Ask if there are areas they would like you to pay attention to during your visit.
<b>Site Visit</b>	Visit your assigned site on the 2 <sup>nd</sup> night of the program.	Visiting on this night is crucial to provide constructive feedback and support to the site team.
<b>Site Visit</b>	Arrive to the program on time.	The program is 90 minutes and you should arrive before the meal portion.
<b>Site Visit</b>	Remain at the program for 5-10 minutes after the end of the program in order to provide constructive in-person feedback to the site team.	During the debrief, with the team, offer feedback first on things you noticed that went well. If noticed, offer feedback on growth areas. Please offer suggestions for how they could strengthen the program going forward.
<b>Optional 2<sup>nd</sup> Site Visit</b>	If approved by LEH/PRIME TIME staff at your recommendation, a 2 <sup>nd</sup> site visit may occur.	Contact LEH/PRIME TIME staff directly if you believe that your assigned site may benefit from a 2 <sup>nd</sup> Mentor visit. A 2 <sup>nd</sup> visit can only be approved by LEH/PRIME TIME staff prior to the recommended 2 <sup>nd</sup> visit.
<b>After Site Visit</b>	Upload PTP Checklist and typed report to LEH/PRIME TIME staff.	You will outline programmatic highlights and growth areas for your assigned site(s).
<b>After Site Visit</b>	Email invoice to <a href="mailto:lehbills@bill.com">lehbills@bill.com</a> and <a href="mailto:primetime@leh.org">primetime@leh.org</a> within one week of your visit.	Upon submission of correct evaluation tools and a typed narrative report, you will be compensated \$125 per site visit, plus mileage (if your travel is over 20 miles). LEH/PRIME TIME staff can provide an invoice template.



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## PTP Site Mentor Checklist

Site Name: \_\_\_\_\_ Session #: \_\_\_\_\_ Date \_\_\_\_\_

Site Visit Conducted by: \_\_\_\_\_

Meal	Mark 0 or 1
Meal served is a hot meal	
Meal served offers a carbohydrate (bread, rice, pasta, potatoes, etc.)	
Meal served offers a protein (fish/seafood, beef, pork, chicken, beans, tofu, etc.)	
Meal served offers a raw/cooked fruit or vegetable	
Meal served offers drinking water	
TOTAL POINTS	/5
SECTION FIDELITY - (A. TOTAL POINTS/ 5)	%
Section 1 Focus - Healthy Meal (Enter "M" – Fidelity Met, "NI" - Needs Improvement, or "U – Fidelity Unmet):	
Recommendations from Site Mentor:	

Book Walk	Mark 1 or 0
Blank paper and writing utensils are available for participants to make personal connections to the story and predictions about the book	
An adult (parent, volunteer, or facilitator) facilitates the book previewing and models back and forth exchanges casually with the children about the book	
All children are welcome to participate	
TOTAL POINTS	/3
SECTION FIDELITY - (A. TOTAL POINTS/ 3)	%
Recommendations from Site Mentor:	



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Story Sharing	Mark 1 or 0
Includes active audience participation: has them chime in on sounds, rhyming words, repeated phrases, or with gestures and facial expressions	
Intertwines questions within the storytelling when appropriate while still keeping the flow of the story	
Draws attention to critical issues in the story	
Highlights parts of story that are familiar, relevant, and tie to existing knowledge	
Models story-sharing techniques that facilitate bonding and generate children's interest through different voice inflections and facial expressions	
TOTAL POINTS	/5
SECTION FIDELITY - (A. TOTAL POINTS/ 5)	%
Recommendations from Site Mentor:	

Discussion	Mark 1 or 0
Asks questions derived from participant responses and follows their lead	
Focuses on questions about ideas and experiences. Builds on factual questions with open-ended questions	
Asks rather than tells, enabling a dialogue to form around the story's themes	
Solicits individual ideas and experiences from many participants	
Accepts all responses as valid and contributing; modeling respect for diverse opinions and ideas	
TOTAL POINTS	/5
SECTION FIDELITY - (A. TOTAL POINTS/ 5)	%
Recommendations from Site Mentor:	



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Picture-Graph Questionnaires	Mark 1 or 0
Printed PGQs are available for children to make personal connections to the story and share their ideas	
Parents are encouraged (but not required) to administer the PGQs to the children	
PGQ responses are shared with the whole group at closing, giving the children another chance to talk about the story	
TOTAL POINTS	/3
SECTION FIDELITY - (A. TOTAL POINTS/ 3)	%
Recommendations from Site Mentor:	

Exploratory Centers– mark “1” for each behavior observed (else “0”)	Mark 1 or 0
All center activities link to the themes and key elements of the week’s story	
The 2 required centers are present: book/library center, and the pre-writing/art center.	
Centers have adequate supplies for all participants; print and writing materials are available	
Children are allowed free choice of the activities available; no rotation is enforced	
Centers provide opportunities for extending the book-sharing experiences that build critical thinking skills, such as problem solving, sorting, memory, and construction	
Where possible the activities promote conversations and dialogue, facilitators model for parents how to interact with the children during play	
TOTAL POINTS	/6
SECTION FIDELITY - (A. TOTAL POINTS/ 6)	%
Recommendations from Site Mentor:	



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PROGRAM TOTAL	
SECTION POINTS TOTAL - (Add together A. TOTAL POINTS for all 6 sections)	
SECTION POINTS AVERAGE – (SECTION POINTS/6)	
OVERALL FIDELITY (determined by SECTION AVERAGE, enter “M” – Fidelity Met, “NI” - Needs Improvement, or “U – Fidelity Unmet):	
Other comments:	